

C E A



CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

EXAMINATION ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE STATE CONTROLLER

POSITION TITLE: CHIEF DEPUTY CONTROLLER, ADMINISTRATIVE

LEVEL: CEA V

FINAL FILING DATE: AUGUST 2, 2000

SALARY RANGE: \$8166 - \$9002

DUTIES/RESPONSIBILITIES:

With general direction of the State Controller, the Chief Deputy Controller, Administrative, at the first organizational level, provides direction and sets policy for his/her divisions within the Office of the State Controller. The Chief Deputy Controller, Administrative, performs the following tasks:

- Subject to the approval of the State Controller, sets department policy using independent judgement regarding administrative matters.
- Makes management decisions affecting all internal operating divisions concerning legal issues and fiscal developments affecting administration of the Office.
- Based on the informed knowledge of the Office's mission and statutory requirements, recommends the most technologically advantageous method of accomplishing goals.
- Defines issues of potential political sensitivity for the Controller's review and consideration.
- Facilitates as well as recommends legislation to streamline and enhance the State of California's position as a leader in fiscal management.
- Acts in a senior executive capacity in the State Controller's absence, with full authority to make decisions affecting the state's fiscal management.
- Exercises independence in daily and long-term planning for program growth and development within the Office.

The Chief Deputy Controller, Administrative, must interact, effectively, with other senior level management of "control" agencies such as the Public Employees Retirement System, the Department of Personnel Administration, the State Personnel Board, the Department of Finance, the Board of Equalization, the State Treasurer's Office and many other governmental and private governing bodies.

EXAMINATION INFORMATION:

The examination process will consist of an application screening by a designated screening committee. Using predetermined evaluation criteria, qualified applicants will be competitively ranked according to their personal qualifications. Interviews may be conducted with the most qualified applicants. Qualified applicants will be notified of their final ranking on the employment list. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the minimum qualifications shown below:

- A. Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management.
 - 2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program, to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administration matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports: and effectively contribute to the department's equal opportunity office objectives.
- B. This knowledge and ability should be obtained from the following kinds of experience: Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control and fiscal and personal management. (Experience may have been paid or volunteer, in the State service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS:

- A. Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions.
- B. Well-developed administrative, managerial and interpersonal skills and abilities.
- C. Extensive knowledge of the principles and practices of public administration, organization and management.
- D. Master's Degree in Business Administration

Please send a typed resume and Standard State Application (Form 678) to:

Office of the State Controller
Attn: Examination Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 94250-5877

Person to contact: Jean Tallman, Examination Analyst
(916) 322-2791
TDD to Voice: 1-800-735-2929
Voice to TDD: 1-800-735-2922

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